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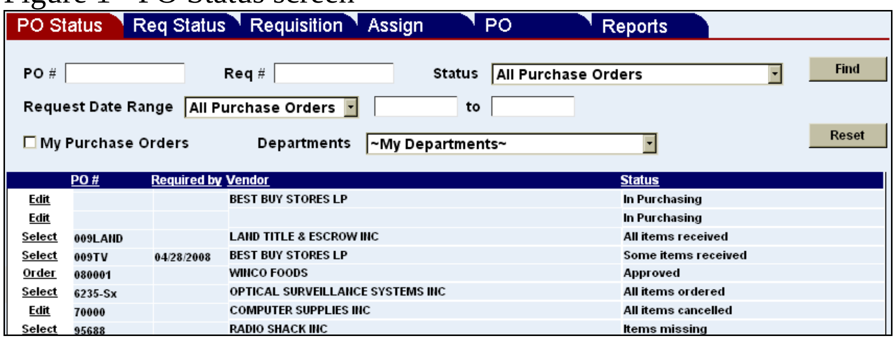
PURCHASING USER MANUAL

THE PO STATUS SCREEN

INTRODUCTION

The PO Status screen displays purchase orders that have been saved in the application and allows you to find purchase orders by several criteria. NOTE: A purchase order could have several line items each with a different status, so an individual line item status may not be reflected in the overall purchase order status.

Figure 1 - PO Status screen



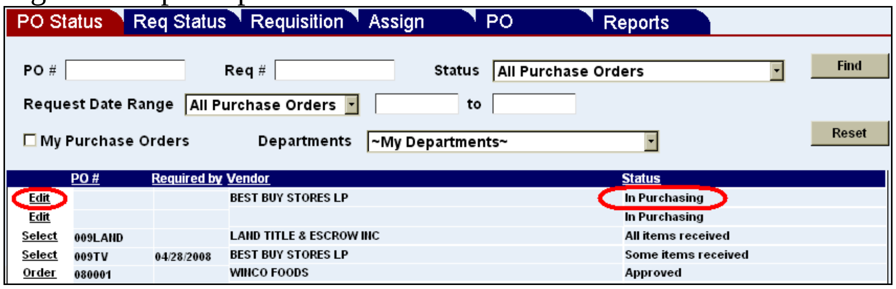
PURCHASE ORDERS DISPLAYED

The PO Status screen displays a list of purchase orders organized by column headers to show the following information:

- **PO #**. The purchase order number (if the purchase order has been marked as ordered).
- **Required By**. The Required Delivery date (if entered on the purchase order).
- **Vendor**. The vendor name (if one was entered).
- **Status**. The status of the purchase order.

1. To sort the list, click a column header to sort by. For example, click **Status** to sort by the status in alphabetical order.
2. To open a purchase order, click the **Select**, **Edit**, or **Approve**, link next to it to complete the process as indicated in the **Status** column.

Figure 2 - Open a purchase order



TO SEARCH FOR PURCHASE ORDERS

1. The first section of the PO Status screen contains search criteria to find purchase orders. Select from the following:
   - **PO #**. The purchase order number
   - **Req #**. The requisition number
   - **Status**. The status of the purchase order. Select a status from the drop-down menu. (The status **Active or recently received** is for the last seven days.)
   - **Request Date Range**. The date the purchase order was created. To use this search criterion, select **All Purchase Orders** from the **Status** drop-down menu. Select a pre-defined date range or enter the date range.
   - **My Purchase Orders** – show purchase orders that only you have created.
   - **Departments**. The purchase order department (if used by your agency). Select a department from the drop-down menu.
2. Click **Find**.
3. If desired, click **Reset** to reset the search criteria to default settings and then click **Find**.